

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CONSERVATION STAFF SPECIALIST	36	B	1.810

Under general supervision, Conservation Staff Specialists assist in developing, formulating, and coordinating statewide programs, policies and procedures relating to areas such as resource management, safety and training, fire management and policy management pertinent to the assigned area of natural resource management, preservation, conservation and protection.

Assist in the formulation and development of statewide policies and programs; compile technical data; consult with field personnel; assess needs; develop goals, objectives, and timeframes; write specifications; design and plan activities; evaluate budget provisions; analyze, evaluate and develop grant proposals; coordinate resources available; and formulate annual program work plans for implementation.

Manage statewide contracts, concessions, leases and agreements; develop, evaluate, monitor and mediate procurement and implementation of services contracts; oversee statewide concession activities; audit concessionaires and inspect premises to ensure compliance with contract terms; maintain appropriate records and prepare reports.

Manage statewide resource management programs; review and develop resource plans, assist in grant development for resource projects and monitor resource actions statewide to ensure compliance with State and federal requirements for resource management.

Coordinate special grant programs; organize and develop program proposals; distribute grant or application forms to entities; negotiate cooperative agreements; review and evaluate completed applications; analyze program objectives; submit applications for final approval; cooperate with other agencies; and maintain records on use of funds and program criteria in order to protect, enhance, and conserve natural resources.

Review, evaluate and oversee program operations; review reports and statistics; analyze information regarding new technology and methods available; conduct field inspections; assess program quality and results; develop and recommend alternative approaches; develop and revise emergency procedures as needed; prepare summary reports; assess contract provisions, successes and the need for future modifications; study and research programs in other areas; and monitor budget and cost effectiveness in order to meet program objectives and increase efficiency.

Coordinate and implement statewide training programs; evaluate requirements; assess needs; incorporate new equipment and procedures; organize training resources; develop written plans; compile training materials; secure funds; coordinate instructors; maintain records of employee training needs and training completed; and coordinate with related agencies in sharing resources to provide for staff development.

Gather and evaluate information for budget review and requests; summarize program descriptions; prepare justifications; coordinate and organize information on monies generated through program activities; assess requests in terms of statutory requirements; and prepare justifications for new personnel and equipment.

Manage statewide volunteer program; recruit volunteers and perform background checks; prepare contracts describing work to be done; write job descriptions and train volunteers.

Coordinate division activities with other State and federal agencies, special interest groups and the public; represent the division and provide information to the public and governmental entities; make presentations; appear before governmental and regulatory bodies; prepare press releases and interact with the media.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Applicants must possess a valid Class C driver's license at the time of appointment and for continuing employment.
- * Applicants may be required to pass a thorough medical examination and physical agility test prior to appointment.
- * Applicants may be required to undergo a background investigation prior to being considered for employment.
- * Incumbents may be required to obtain and maintain certification as an Agency Certified Contract Monitor.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in biology, ecology, natural resource management, forestry, parks management or related field and three years of journey level professional experience in a related resource management field that included assisting in developing, formulating, and coordinating programs, policies and procedures; coordinating special grant programs and/or contracts; and coordinating training programs; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: practices and procedures applicable to obtaining and distributing grant funds; wildland and structural fire prevention and suppression; current best practices in natural resource conservation and management; safety practices and principles. **Ability to:** plan, organize, and coordinate one or more statewide programs; establish goals, objectives and timetables consistent with the division's mission; analyze problems and develop and recommend effective solutions; develop and justify budgetary requests; perform statistical and cost management analysis; coordinate and implement training and resource management programs; negotiate contracts, leases and agreements; read, interpret and explain technical documents applicable to assigned programs; communicate effectively both orally and in writing; establish and maintain cooperative working relationships with federal, State and local entities, private contractors, boards and commissions involved in natural resource management and conservation.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: division goals and objectives; appropriate Nevada statutory authorities mandating the conservation of State resources; State Purchasing policies and procedures relating to contract management. **Ability to:** speak effectively and persuasively before groups of people; analyze information, problems, situations, practices and procedures to define problem areas and formulate logical and objective solutions; create and manipulate spreadsheets.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

1.810

ESTABLISHED: 4/1/67
REVISED: 10/1/67
REVISED: 7/1/71
REVISED: 8/31/73
REVISED: 2/22/77
REVISED: 7/1/87-12P
10/17/86PC
REVISED: 11/13/87-3

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REVISED: 7/1/97P
6/4/96PC
REVISED: 7/1/01R
12/7/01PC
REVISED: 12/8/03UC